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PERSONNEL POLICY1. Establishment of Personnel Policy

- a. Effective October 11, 1973, this Personnel Policy is approved by the Boston Redevelopment Authority and supersedes Document No. 3, Personnel Policy and all amendments thereto, adopted at the Authority Meeting of December 11, 1957.

2. Administration of Personnel Policy

- a. The Director shall have the overall primary responsibility for the administration of the Personnel Policy.

3. Derivation of Personnel Policy

- a. This Policy is derived from: previous Personnel Policy; Chapter 121B and other applicable Massachusetts General Laws; HUD Renewal Guide and Handbook plus other appropriate Federal Regulations.

4. Application

- a. All employees of the Boston Redevelopment Authority are subject to the provisions of the Personnel Policy.

5. Basic Principlesa. Merit System

The employment of personnel and all actions affecting employees shall be based solely on merit, ability, and justice.

b. Nondiscrimination

There shall be no discrimination against employees or applicants for employment on account of race, color, religious creed, national origin, sex, age, ancestry, or any political or union affiliation.

c. Affirmative Action

The Boston Redevelopment Authority in the Affirmative Action Program of November 1972, as amended Appendix III, has re-affirmed the Authority's Commitment to Affirmative Action and Equal Opportunity.

d. Political Activity

All members, officers, and full time employees of the Authority are subject to the provisions of Section 12(a) of the Hatch Act. The extensive prohibitions concerning political activity under Section 12(a) of the Hatch Act are contained in the Employee Handbook.

e. Conflict of Interest

Employees and former employees are subject to the provisions of Chapter 268A of the General Laws as appearing in Chapter 779 of the Acts of 1962. The general provisions of the Conflict of Interest law are contained in the Employees Handbook. Employees shall not accept other employment or consultant contracts which may impair their independence or judgment in the exercise of their official duties and which conflict with the fulfillment of their primary responsibility to the Authority.

6. Organization

a. Organization Plan and General Staffing

All positions in the Authority shall be established in accordance with a graphic Table of Organization Chart and Organization Plan submitted by the Director and approved by the Authority. The T/O Chart shall be reviewed annually by the Director and the Affirmative Action Advisory Council, and modifications or amendments to reflect significant changes in Authority programs and staff areas of responsibility and authority will be presented to the Authority for approval and will be added as an amendment appendix to this document.

b. Delegation of Authority

Every employee shall be delegated the authority necessary to perform assigned duties in a responsible manner.

7. Position Classification

a. Establishment of Grades

All salaried positions shall be grouped in grades, each grade to include those positions sufficiently alike to justify common treatment in selection and compensation. The Authority will pay equivalent compensation for comparable jobs; comparability to be determined by the levels of skill, experience, and complexity of duties required to perform the job independent of any other employee characteristics.

b. Position Titles

A descriptive title shall be assigned to each position. This title shall serve as the title of each position and of the incumbents of each such position.

c. Class Specifications

A composite statement of the duties, responsibilities, and entrance qualification standards for all position classes (i.e., job families such as Planner I, II, III, etc.) shall be set forth in writing.

d. Classification Plan

A Position Classification Plan, which lists existing position titles (vacant and occupied), based on the above principles of classification shall be maintained and up-dated on a quarterly basis. It is included in this Policy as Appendix II.

e. Position Description

The duties and responsibilities of every position shall be set forth in writing and approved by the Director or his or her

designee in accordance with the requirements of the Affirmative Action Program. Every employee shall be provided with a copy of his or her job description and shall have access to all other job descriptions.

f. New Position Descriptions

Employees will not be hired for new positions or present employees reclassified or promoted to new titles before an appropriate job description is prepared by the Supervisor or Department Head and approved by the Director or his or her designee.

When new assignments have been given to an employee, a new job description will be prepared within a month.

New senior executive job descriptions, Grade 16 and above, shall require approval by the Authority before they are made effective. Appendix III, Affirmative Action Program provides additional guidelines and procedures, already approved by the Authority, that are required to revise job descriptions and the present Authority position classification plan during 1973.

8. Employee Categories

The employee structure of the Authority must be flexible to carry out the Boston Development Program and City Planning and Research functions for the City of Boston. The size of the staff will fluctuate dependent on annual workload and program demands. Therefore, it is necessary to categorize employees in different employment categories to allow maximum flexibility in hiring, layoff, transfer, termination, promotion and reclassification of staff. Employees are classified in separate categories as listed below:

a. Staff Employees

Employees appointed by the Authority to serve for an annual salary, compensated on a weekly basis, in professional and sub-professional positions for an indefinite time period or three or six-month temporary appointments. Included in this category are:

1. Employees hired prior to January 25, 1961, having the benefits of Section 52, Chapter 121B, General Laws of the Commonwealth, and,
2. Development Program employees hired in accordance with Authority resolutions regarding reorganization of December 12, 1968. (See Appendix IV.)

b. Maintenance Men

Regular maintenance employees appointed by the Authority to work a 40 hour week, at an hourly wage, for an indefinite time period, or three or six-month temporary appointments.

c. Co-Operative Work Students

Student employees appointed on a rotating basis, at an hourly wage, as an adjunct to the salaried staff to occupy positions at the service, training, and sub-professional level which can be more efficiently and economically performed by co-op work students than by hiring salaried staff. Co-ops serve on temporary three or six-month appointments, or reappointments.

d. Part-Time Employees

Employees appointed to professional and sub-professional positions and authorized to work a maximum number of hours per week on a one, three or six month temporary appointment, at an hourly wage, to augment salaried staff and provide services that are beyond the capability of the salaried staff. These positions shall be kept to a minimum.

e. Building Service Employees

Temporary employees hired by the Director of Property Management, with concurrence of the Director, as night cleaners of site offices and to provide janitorial, custodial, cleaning, and other building services in buildings acquired by the Authority for demolition. These employees are hired only for the time period required to maintain services in Authority owned buildings until demolition, and receive no benefits, other than those provided by the previous owner of the building plus Workmen's Compensation Insurance.

9. Compensation

a. Position Comparability

Authority positions shall be compensated at a rate comparable to the compensation rates for similar positions in other local public agencies or private organizations. Comparable evaluations shall be conducted annually by the Personnel Department with documentation retained on file for HUD or other federal agencies examination and audit. Similarity of duties and responsibilities required are to be considered in conducting comparability studies. If suitable public organizations are not applicable, certain positions may be compared with those in organizations in the private sector.

b. Pay Period

All Authority employees have a weekly pay period from Sunday through Saturday, with staff employees normally working from Monday through Friday. Pay checks are issued weekly on Fridays to reimburse employees for the previous week's employment.

Before an employee is included in the weekly payroll, a weekly Time Sheet must be submitted on Monday indicating hours worked during the previous pay period. Time Sheets must be approved by the employee's supervisor.

c. Salaried Employees

Compensation is in accordance with the employee's grade and step under the currently effective Salary Range and Step Plan, see Appendix I, according to the terms of the employee's initial Authority appointment, as modified by any salary increases approved subsequent to initial appointment.

d. Maintenance Men

Maintenance Men are compensated at an hourly wage rate established by the Authority. This wage rate is subject to annual review and is comparable to the wage rate paid for comparable positions in local public agencies.

Maintenance Men are paid overtime, at time and a half-rate, for hours worked over the normal 40 hours per week. Authorization for all overtime work will be subject to prior approval of the Site Office Manager and Director of Property Management and shall be kept to a minimum.

e. Co-Operative Work Students, Part-Time and Building Service Employees

1. Co-Operative Work Students are compensated at the hourly wage rate established in their Authority appointment or reappointment.

2. Part-time Employees, as established in their appointment or reappointment, are compensated at an hourly rate, for hours worked up to the maximum number of hours allowed.

3. Building Service Employees are hired and compensated at the hourly wage normally paid by their previous employer, if the employee has been continually employed by the owner of the building prior to hiring by the Authority. If it is necessary

to hire from the available labor market to fill building service positions, the employee will be paid the current hourly wage prevailing in the comparable category of other Authority Building Service employees. Building Service Employee wage scales shall be reviewed annually in comparison with the prevailing public and private building service employee wage scales and changes in the building service employee wage scales will be submitted to the Authority by the Director, if appropriate.

4. Volunteers who apply to the Authority to perform volunteer work in any Department or Project shall not be compensated and shall not commence volunteer work until approved by the appropriate Supervisor, Director, and Authority. Volunteers, although not compensated, are in fact non-paid Authority employees and covered by Workmen's Compensation for accidents occurring on Authority premises.
5. Consultants who perform services for the Authority do not receive any benefits and must provide their own insurance coverage for Workmen's Compensation.

f. Cost of Living

The Director shall annually in July advise the Authority the percentage amount of the Boston and Federal Department of Labor Consumer Price Index increases since the last Authority Salary Range and Step Plan Cost of Living Increase with recommendation to adjust the Salaried Employees Salary Range and Step Plan and Maintenance Employee wages.

10. Selection of Applicants for Employment

a. Submission

All applicants for employment, with the exception of Building Service Employees and Consultants, shall submit their application, with resume if appropriate, on the Authority standard employment application. Applications shall be completed in full, signed by the applicant and must contain all relevant material required in the application. Any false statements in the application may render it void for consideration and could be cause for dismissal if discovered after employment by the Authority.

b. Centralization

All applications, from all sources, are channeled to the Director of Personnel. Applications forwarded from Authority employees or Supervisors should contain an accompanying memorandum to assist the Director of Personnel in evaluating applicants.

c. Consideration/Affirmative Action and Equal Opportunity

Applicants for positions, whether for initial hiring or promotion from within, shall be considered for promotion on the basis of merit in accordance with the Authority's Affirmative Action Plan.

New applicants will be considered for vacancies that cannot be filled by existing staff.

The Director of Personnel will utilize the services of the Compliance and Equal Opportunity Officer to assist in recruiting, screening, and placing minority and female applicants.

d. Notification of Applicants Not Selected

Applicants who are not seriously considered for employment because their qualifications are not appropriate for existing vacancies shall be so notified by the Director of Personnel, in writing, within 30 days after receipt of their application. Applications will be kept in the active file for one year.

e. Consideration of Prospective Hirings and Interviewees

Applicants who are seriously considered for employment will have their application circulated to appropriate supervisors for review and recommendation. If there is sufficient interest to justify a personal interview, the applicant will be interviewed by the prospective immediate Supervisor, Department Head, and/or Project Director, and Director of Personnel. Appropriate recommendations will then be made to the Director for review and decision. If favorable, the Director will propose the applicant's appointment to the Authority at a regular meeting.

f. Certification of Prospective Hirees Qualifications

Before an applicant's status reaches the active stage and prior to recommendation to the Director, the Director of Personnel shall perform all necessary validations of an applicant's employment application including personal reference checks and reference checks of previous positions by mail and telephone if follow up is necessary to determine applicant's level of experience and qualifications, educational reference checks to verify educational qualifications; physical certification that applicant is in good health and physically able to perform the duties of position considered for; and certification that applicant is within the age limitations for employment prescribed by State and Federal statutes. Ability to perform the position applied for is the primary criteria for employment.

g. Travel Expenses

Travel expenses for employment applicants may be reimbursed provided pre-clearance is obtained from the Director prior to travel for the interview and subject to later approval by the Authority. Moving Expenses for new employees are reimbursable when considered reasonable and necessary and approved by the Director and the Authority.

h. Building Service Employees

Building Service Employee applicants complete the standard employment form and are employed by the Executive Director, with the concurrence of the Director, on the standard Building Service Hiring Form after interviews by Project Director, Site Office Manager, and Director of Property Management. Copies of these forms are forwarded to the Director and Director of Personnel by the Director of Property Management to keep them advised of the status of the Building Service Program.

i. Ineligible Applicants

In accordance with existing State Laws, applicants who are on the pension rolls of the City of Boston or Massachusetts State Retirement System are not eligible for appointment to the Authority Staff.

j. Final Certification

Before an applicant is submitted to the Authority for appointment, the Budget Officer shall certify that there are funds budgeted to pay the salary for the duration of initial appointment and the Director of Personnel shall certify that all pre-appointment procedures have been completed.

11. Appointment of Employees

a. Submission to the Authority

All employees, except Building Service Employees, hired in accordance with Paragraphs 8e and 9e3, are proposed by the Director to the Authority as regular personnel actions at Authority meetings. The Personnel submission must contain sufficient information to enable the Authority to reach a decision to appoint, table, or reject the proposal. This information will include: proposed appointment

including name, position classification recommended; annual or hourly salary, grade and step (if appropriate); maximum hours allowed to work per week if hourly employee; and duration of temporary appointment; brief biography of applicant containing residence and pertinent facts concerning the employee's experience and educational background plus the proposed work assignment. The employee's original application and references will be available in the Director's Personnel Action Board Book for Authority review if desired.

Initial appointment recommendation of the Director is a temporary appointment for any period of months up to 6 months dependent on the needs of the Authority.

b. Reappointment of Employees

After the initial temporary appointment, the Director of Personnel and supervisor of the employee, in the month preceeding the expiration of appointment, evaluate the suitability of the employee for continuance and make recommendations to the Director as to whether the employee should be continued or if the appointment should be allowed to lapse without renewal.

The Director shall recommend, prior to the expiration of appointment of a temporary employee, in regular personnel actions to the Authority, that: the employee be continued for an indefinite period; continued for one, three or six-months temporary appointments; or, that the appointment be allowed to expire. Most reappointments will be on a temporary-probationary one three or six-month period until the need for the services of the employee has been completed. Only in instances of a continuing need for certain critical administrative or technical skills will an employee be recommended for an indefinite appointment.

If an employee's appointment expires between Authority meetings, the employee shall remain on the personnel roll and payrolls until action is taken by the Authority at the meeting following the date of expiration.

c. Expiration or Non-Continuance of Temporary Appointments

Any temporary - probationary employee not recommended for continuance by the Director shall be brought to the attention of the Authority prior to the expiration of appointment for such further action as the Authority may wish to take. No person's employment with the Authority shall be involuntarily terminated without action on the part of the Authority by a vote taken at a regular or special meeting.

d. Notification of Appointments, Reappointments, and Expiration of Temporary Appointments.

The Director of Personnel, after each Authority meeting, shall advise in writing all appointees of the terms and conditions of their employment. This appointment letter will contain the resolutions voted by the Authority in December 1968 concerning Development Program Employees. Appointees must accept the terms and conditions and sign a copy of the appointment letter before the employee may commence employment.

Employees reappointed or separated by expiration of appointment shall also be notified in writing by the Director of Personnel..

12. Performance

a. General

The administration of this Policy and the performance of employees is the overall responsibility of the Director. The technical aspects of this Policy, for daily routine personnel operations and functions, are the responsibility of the Director of Personnel.

The performance of all employees in the execution of their duties rests primarily with the individual employee receiving regular guidance from the immediate supervisor. It is through the active participation in the daily implementation of Authority Personnel Policy by all Supervisors that the Policy becomes a continuing instrument for efficient operations to the mutual benefit of all employees and the Authority.

b. Supervisors Responsibility and Authority

Supervisors are charged with the responsibility of completing required work outputs and supervising employees assigned to them, in addition to maintaining efficient and smoothly functioning work units. Supervisors are responsible for the performance of all of the staff members assigned to them and shall provide the leadership, guidance, counsel, and direction required. To achieve these objectives Supervisors are delegated the authority necessary to guide subordinates' performance.

Supervisors shall require equal performance standards of all employees under their supervision, without discrimination, and shall not require different standards from employees in the same job classification doing the same work tasks.

c. Employees Responsibility and Authority

Each employee is responsible for fulfilling employment obligations in accordance with this Policy, in addition to following administrative orders from the Director and other senior executives. Each employee

shall be allowed sufficient responsibility to permit maximum job enrichment and to perform assigned tasks adequately.

d. Superior Performance

Supervisors shall be encouraged to report all cases of meritorious or superior performance, in writing, to the Director of Personnel.

The citation will be recorded in the employee's personnel file.

e. Unsatisfactory Performance

All cases of unsatisfactory performance shall be resolved, if possible, at the working level by guidance, counseling, warning, and discussion by the immediate supervisor. If unsatisfactory performance cannot be corrected at the working level, it must be reported to the Senior Supervisor concerned and to the Director of Personnel, and it will be recorded in the employee's Personnel file. Any memoranda to the Director of Personnel concerning an employee's unsatisfactory performance shall also be given to the employee in question at the same time that it is sent to the Director of Personnel.

Unsatisfactory or marginal performance employees, in all classes, will be denied step increments, and in due course, if little or no effort is made to improve performance, will be recommended by the Director either for suspension or dismissal by the Authority.

f. Attendance Standards

Employees are required to be in regular attendance on the job, unless on authorized absence, during the normal work day, 9 a.m. to 5 p.m. reporting to work on time and, except for the lunch period, remaining on the job until the end of the work day.

Absence without authorization, including: excessive tardiness; prolonged, unauthorized absence from work; and leaving early without the permission of supervisors will be considered sufficient cause for disciplinary action, including suspension or dismissal.

Supervisors shall sign Weekly Time Sheets. In those instances where observations are at variance with the employee's recorded time, the Supervisor shall correct and initial the Time Sheet and verbally advise the employee before signing and forwarding to the Personnel Department.

If an employee is absent without authorization, the employee is paid only for the hours worked during that specific work period.

If an employee is ill, the employee shall telephone the immediate supervisor, personally, if possible, so that the employee will not be charged with unauthorized absence.

g. Suspension and Dismissal

Any employee may be suspended without pay or dismissed by the Authority on recommendation of the Director, for cause. Suspension or dismissal for cause includes, but is not limited to: chronic absenteeism; late arrivals and/or early departures; excessive unauthorized absence from work during the work day; holding, without authorization, another paid position which conflicts with Authority working hours; continual marginal or unsatisfactory performance; continued violation of established Authority policy, regulations, and procedures; and, any other action(s) on the part of an employee or employees which bring discredit to the employee and/or to the Authority.

Each instance of recommended suspension or dismissal shall be presented to the Authority by the Director for a review, a hearing if appropriate or requested by the employee, and final action.

h. Communications

It should be understood that effective verbal communication between immediate supervisor and employee(s) should resolve almost any performance problem before becoming a critical situation necessitating review by higher authority. The improvement of informational and administrative memoranda can also assist and guide supervisors and employees toward better performance.

13. Separation

Employees are separated from the Authority in a variety of methods to afford maximum flexibility of staffing in order to achieve Authority work objectives. Methods of separation are as follows:

a. Voluntary Resignation

Employee submits a written resignation to Director of Personnel with copies to immediate supervisor and Head of Department or Project Director. Two weeks notice is normally required before the employee leaves the Authority. This type of termination is processed by the Personnel Department and submitted by the Director to the Authority, at a regular meeting, for approval.

b. Retirement

Employees are required by law to retire at the end of the month in which their 70th birthday occurs. Boston City Retirement Board advises the Director of Personnel of impending retirements and they are processed in the same way as voluntary resignations.

c. Death

The Director of Personnel, or a person designated to represent the Director, will represent the Authority in providing guidance and counseling service to the designated beneficiary and immediate family of the deceased until such time as the beneficiary has been assisted in obtaining all benefits provided under applicable laws and for such further period as may be considered necessary.

d. Failure to Renew or Continue Temporary Appointment

This form of separation is explained in Section 11c., d., and e. and is utilized by the Director when necessary to recommend separations in order to maintain Authority staffing at the level authorized by the Administrative Budget.

e. Dismissal for Cause

Employees may be dismissed for cause in accordance with the provisions of Section 12 e. for unsatisfactory service, absence without authorization and other reasons described in Paragraph 11. All employees proposed by the Director for dismissal for cause may request, in a letter addressed to the Secretary of the Authority, a hearing before the Authority Board. All such employees have the right to be represented by counsel.

f. Reduction in Force

If it is necessary to reduce the size of the Authority staff, employees will be separated with maximum notice, in accordance with the terms of their appointment.

Employees recommended for separation by reduction in force have the same right to request a hearing before the Authority as those noted in subsection "e" above.

g. References

It is the policy of the Authority to provide candid references, on request, concerning all past Authority employees.

h. Check-Out

All employees separated from the Authority are required to complete separation check-out papers with the Personnel Department and to return all Authority supplies and materials to the Office Manager before the release of their final paycheck and terminal vacation payment. All materials and work completed while employed as a member of the Authority staff are the property of the Authority.

14. Annual Performance Evaluation and Salary Reviews

Performance Evaluation and Salary Reviews shall be conducted annually of all Authority employee classes as noted below.

Special employee evaluations may be conducted at any time to evaluate superior or unsatisfactory performance.

a. Salaried Employees

All salaried employees are evaluated annually during the month before their Salary Anniversary Date.

1) Procedure

The Director of Personnel, early in the month preceding each employee's Anniversary Date, shall forward a covering memorandum with pertinent instructions, current Salary Range and Step and Position Classification Plans, and Employee Evaluation Sheets to immediate supervisors of employees.

The same materials, less the Evaluation Sheets, shall be sent to senior supervisors in the administrative line of command who have employees under their overall supervision subject to evaluation.

Immediate supervisors shall complete the Evaluation Sheets, discuss each employee's evaluation with the employee, forward the evaluation to the appropriate senior supervisor, department head, or Project Director (having overall supervision of the employee) for further evaluation, review, and then return completed form to the Director of Personnel.

The Director of Personnel correlates all evaluation sheets received and prepares a draft salary package with present and proposed status of each employee, which includes the recommendations

of the supervisors as well as the recommendations from the Personnel Department. The Director of Personnel will be responsible for notifying the Department Head or immediate Supervisor if the Personnel Department's recommendation is not consistent with the recommendation of the supervisor. The Director, after review of the draft package and utilizing any assistance required from the Director of Personnel and other senior supervisors, shall approve, modify, or disapprove proposals as deemed appropriate. The Director will return the rough final draft package to the Director of Personnel who will then have prepared a proposed Personnel Action.

The Director will submit the proposed Salary Increase Personnel Action and Authority Meeting prior to or during the month of the employee's anniversary.

The Authority will review the proposal and take such action as it feels appropriate.

2) Notification

Immediately after the Authority acts on the Salary Increase Personnel Proposal, the Director of Personnel will notify employees, in writing, of their change in status: step, reclassification, or promotion. In addition, all employees, who were denied an increase, will also be advised in writing of the reason(s) that an increase was not granted. Copies of all notifications will be sent to supervisors concerned.

Supervisors will be prepared to discuss the situation with employees who did not receive their initial recommendation.

3) Salary Anniversary Cycle

Since 1969 the majority of employees have been included

in a regular 6 months salary evaluation cycle extending from August through January.

To continue this workable policy all employees hired between February 1 through July 31 shall have the salary anniversary advanced 6 months to be incorporated in the Regular Salary Evaluation Cycle and evaluated for a step increase. It should be understood that a step increase after 6 months service is not automatic for satisfactory performance but is reserved for employees who have demonstrated meritorious service and potential during their initial temporary appointment.

b. Maintenance Men

As noted in Paragraph 9. d., wages of maintenance men are reviewed annually with comparable positions in other Municipal and State Agencies, a review of the rates established by the State Commissioner of Labor and Industries, and the prevailing wages for comparable positions in the private sector.

On completion of this Comparability Study by the Personnel Department, it will be reviewed by the Executive Director who will recommend to the Director the amount of annual increase warranted.

The Director, after consultation with the Executive Director, will have a final proposed Authority Maintenance Man Annual Salary Increase Proposal presented to the Authority for disposition.

Annual performance evaluations pertinent to maintenance functions will be conducted by the immediate Supervisor and forwarded to the Director of Property Management on forms

provided by the Personnel Department to ensure that maintenance employees perform satisfactorily to warrant inclusion in the regular maintenance increases.

c. Building Service Employees

As noted in Paragraph 9. e. 3., Building Service Employees will have their wages adjusted annually, if warranted, and it will be achieved in a manner similar to that used above for Maintenance Men.

Monthly Labor Department Service Bulletins containing latest Building Service Employees area wage rates of this employee class shall be utilized as available.

d. Co-Operative Work Students

Co-Operative Work Students are evaluated at the end of each work term by supervisors, on special evaluation forms provided by their sponsoring college or university. Copy of completed forms are forwarded to the Personnel Department for filing in the employee's personnel file.

Compensation for Co-Ops is determined with wage scales ranging upward dependent on the class year and the experience of each Co-Op, and will be maintained as close as possible to the median wage scale for Co-Ops in this area.

e. Part-time Employees

Part-time employees are evaluated annually for performance and to determine if an increase is appropriate.

Wage scales for this class of employee shall be comparable with similar special positions in other local agencies and the periodic HUD Determination of Prevailing Salaries for Technical Positions.

15. Working Hours

- a. Salaried Staff Employees shall conform to a 35 hour work week.
The regular work week is Monday through Friday, 9 A.M. to 5 P.M.
One hour is allowed for lunch.
- b. Maintenance Men shall conform to a 40 hour work week, an 8-hour day, 5 days a week, total 40 hours, with the normal work day 8 A.M. to 4:30 P.M. with one-half hour for lunch. Start of work day for Maintenance Men may be adjusted as necessary by the Director of Property Management to conform to project maintenance and to reduce the amount of overtime work.
- c. Co-Operative Work Students work week shall conform to salaried staff employees.
- d. Part-Time Employees work on a time schedule arranged by both the supervisor and the employee. The maximum continuity of work hours will be used: 2 or 3 full days a week; 5 full mornings or 5 full afternoons per week, etc., for the most efficient productivity. This class of employees shall not, except in exceptional need, be utilized outside of the normal work week or working hours.
- e. Building Service Employees work the hours which are specified in their employment papers. Variances from terms and conditions of working hours in their initial employment papers must be approved by Director of Property Management and the Executive Director. Employment papers, when necessary, may be revised to satisfy permanently-modified work requirements.
- f. Overtime for all employees shall be minimized by supervisors and limited to essential short-range work tasks which have deadlines considered impossible to meet during normal working

hours. Overtime work must be verbally authorized by the immediate supervisor before it is undertaken. All cases of overtime work must be indicated by an asterisk on the Weekly Time Sheet and approved by the immediate supervisor. The nature of overtime work required must be described on the time sheet. Employees are expected to be available for overtime work.

g. Compensation for Overtime

- 1) Salaried Employees Overtime, under conditions noted in Paragraph 16, is reimbursed by Compensatory Time.
- 2) Maintenance Men Shall be paid time and one-half for overtime in excess of 40 hours a week.
- 3) Co-Operative Work Students will be compensated at their regular hourly rate.
- 4) Part-Time Employees may not be paid in excess of the hours specified in the terms of their employment appointment or reappointment and do not accumulate Compensatory Time.
- 5) Building Service Employees who may earn overtime as a result of exceeding the regular hours of their employment papers, will be compensated at the regular hourly rate.

- h. General Supervisors are expected to maintain strict control of all overtime work. Supervisors must substantiate the essential need for overtime and must be able to show overtime accomplishments which could not be achieved during regular working hours.

16. Employee Benefits

a. General

Employee benefits encompass all fringe benefits accruing to an employee as a result of employment with the Authority, and are provided on a comparable basis with the City of Boston

and other local public agencies. These benefits are in addition to the employee's regular salary and are an indirect cost to the Authority in order to maintain a high level of morale, well being, and efficiency among all Authority employees. Employee benefits are outlined in brief below and are explained in more detail in the Employee Handbook.

All referrals to Annual Leave, Sick Leave, Compensatory Time, etc., are based on a leave year extending from May 1 to April 30 of the following year.

b. Leave

- 1) Annual (Vacation) Leave is accrued by salaried employees, maintenance men, and Co-Operative Work Students at the rate of 10 working days per annum, starting with date of employment, earned at the rate of 1 day per month, up to the 10 days in the leave year. This leave is accrued, as above, for designated employees as follows: 10 working days for employees having completed 1 year's service and less than 4 years, 5 months; 15 working days for employees who, prior to May 1st in such year, have completed 4 years, 5 months but less than 9 years and 5 months; 20 working days for employees who prior to May 1st in such year have completed 9 years and 5 months; and 25 working days for employees who prior to May 1st in such year have completed 19 years and 5 months' service.

All employees of the Authority formerly employed by the City of Boston and the Commonwealth of Massachusetts are given credit for their service with the City in computation of longevity for Annual Leave, provided the service is continuous, and they contributed to the State-Boston Retirement System, effective the date of employment with the Authority.

After a salaried and maintenance employee's first 6 months of continuous employment, the employee may take 5 working days of annual leave, which shall be deducted from the employee's first year's annual total leave.

Salaried and maintenance employees with more than 6 months' continuous employment may take annual leave, earned and accrued on their Attendance and Leave Record, with the understanding that it shall be deducted from their Leave Record when the Attendance and Leave Records are adjusted annually on May 1.

Holidays which fall within an employee's annual leave shall not be counted against the employee's leave days.

Building Service Employees do not accrue Annual Leave unless it is contained in their initial employment papers.

Unused Annual (Vacation) Leave, not to exceed twice the annual accrual during the leave year, may be carried over to the next leave year. Any excess leave amounts are recorded in the employee's Attendance and Leave Record as Reserve Compensatory Time.

Employees shall be notified, at least 45 days prior to May 1 each leave year, of excessive leave they must use before the new leave year begins.

Termination - Earned Annual (Vacation) Leave which is unused and carried over at termination of employment is paid by lump sum. Leave placed in the Reserve Compensatory Time column is not compensable.

Annual (Vacation) Leave must be approved by the employee's immediate supervisor, on the standard leave form, and cleared by the Attendance and Leave Record Clerk. All requests for leave by Heads of Departments, Project Directors, and Senior Executives must be submitted to the Director for approval. Requests for Annual (Vacation) Leave Advance Pay must be submitted to the Payroll Clerk at least one week in advance of the pay day on which the advance is desired.

- 2) Sick Leave with pay is accrued by Salaried Employees, Maintenance Men, and Co-Operative Work Students, accumulating at the rate of 1 1/4 days for each calendar month of employment, or 15 days per year, and may be accumulated with no maximum limit.

Sick Leave with pay is not accrued by Part-Time Employees. Building Service Employees do not accrue Sick Leave unless it is specified in their employment papers.

Upon termination of employment, there is no compensation for unused sick leave. Employees who are terminating are not authorized to utilize unused sick leave to cover absence prior to date of departure, unless a legitimate illness or injury exists.

Sick Leave is absence from work when employees are unable to be present for any of the following reasons:

- a) Illness or injury, except in case of injury or illness covered by Workmen's Compensation Insurance. The first 30 days of the latter absence are not charged to Sick Leave, after which the amount of time that is charged to Sick Leave will be determined by the Director of Personnel.
- b) For medical or dental examinations or treatment for which arrangements cannot be made outside of working hours.

- c) When exposure to contagious disease endangers the health of other employees.
- d) When it is necessary for an employee to provide personal care during illness of a husband or wife or other immediate member of the family and it is not possible to provide care by any other means.

Sick Leave is permissive on the part of the Authority. If abused it can be withheld or terminated on the recommendation of the immediate Supervisor and Director of Personnel. It cannot be utilized to cover unauthorized absence.

A medical certificate from a licensed practicing physician is required:

- a) For frequent and habitual absence from work and when, in the judgment of the immediate Supervisor and the Director of Personnel, there is reasonable cause for requiring such certificate; and
- b) For any period of sick absence of more than 5 consecutive working days.

Salaried employees, maintenance men, and Co-Operative Work Students who have a negative

Sick Leave balance of 5 days or more shall be paid weekly only for the hours they actually work, until such time as the negative Sick Leave balance reaches zero.

For all employees with a negative Sick Leave balance, all Compensatory Time is applied to the negative Sick Leave.

On termination, Terminal Leave payments and, if necessary, final pay check, will be applied to negative Sick Leave, so that the negative sick leave balance may be liquidated.

Advance Sick Leave will be authorized by the Authority on recommendation of the Director to an employee with a prolonged illness or injury, not job related, when the employee has

exhausted available Sick Leave, Compensatory Time, Reserve Compensatory Time and Annual (Vacation) Leave. Each case of advance sick leave will be handled on its merits with equal standards and treatment being applied to all employees. The maximum amount of Advance Sick Leave authorized for any employee is flexible, but the Director will limit the amount recommended to a reasonable total which can be expected to be repaid during the service of the employee after return to work. Advance Sick Leave authorized, but not utilized in full, lapses, and will not be charged against an employee's Attendance and Leave Record. It should be understood by employees that Advance Sick Leave establishes a negative sick leave balance and must be repaid as noted in the paragraph above.

Personal Leave Each salaried and maintenance employee shall be entitled to two days per leave year to be known as Personal Leave. Such leave will be with pay, and will be indicated on time sheets as Personal Leave. Employees must notify their immediate supervisor at least 24 hours prior to utilizing such leave unless notification is impossible or beyond the employee's control. This special type of leave is to provide for contingencies or other reasons for absence not specifically covered in these instructions. This leave is not cumulative from one leave year to the next.

- 3) Compensatory Time is free time granted to salaried employees earning less than \$17,500 per year for extra hours previously worked over and above the regularly scheduled work day or work week to compensate for overtime.

The granting of Compensatory Time is entirely discretionary and dependent upon the approval in advance, 24 hours or more, of the employee's immediate supervisor.

Accrual of Compensatory Time is subject to the following provisions:

- a) The period of overtime was necessary and could not be performed during the work day, and is verbally authorized by the immediate supervisor before the work is performed. Further, it is recorded on weekly Time Sheets with a written explanation of the work performed during overtime and validated by the immediate supervisor.
- b) That the employee's work week has already been designed to support a normal weekly performance and eliminate necessity for all but exceptional overtime.
- c) Overtime does not include working through the lunch hour to justify an early afternoon departure.
- d) Compensatory Time is earned in units of one hour or more for time worked in excess of 7 hours. Fractional hours of Compensatory Time are not recorded in the employees Attendance and Leave Record.
- e) Work done at home is not eligible for classification as Compensatory Time.
- f) Compensatory Time is accruable, for utilization, up to 70 hours per leave year.

Utilization of Compensatory Time is subject to the following provisions:

- a) Granting of Compensatory Time must be approved in advance, 24 hours or more, by the immediate supervisor and be available in the employee's Attendance and Leave Record, except in the case of an unavoidable emergency.
- b) Similar to Sick Leave, Compensatory Time may not be utilized to cover unauthorized absences, unauthorized late arrivals, unauthorized early departures, etc.
- c) Compensatory Time may be utilized only up to 70 hours per leave year. Any carry over of amounts in excess of 70 hours accrued will be recorded in the employee's Attendance and Leave Record as Reserve Compensatory Time.

- d) The above limits eligible salaried employees to 70 hours authorized Compensatory Time in any leave year.
- e) An employee can appeal to the Director of Personnel or the Affirmative Action Advisory Council concerning any unresolved disputes between the employee and supervisor regarding Compensatory Time.

c. Special Leaves other than Annual, Sick, or Compensatory are:

1. Holidays With Pay for Salaried Employees, Maintenance Men, and Co-Operative Students

| | |
|-----------------------|------------------|
| New Year's Day | Independence Day |
| Washington's Birthday | Labor Day |
| Evacuation Day | Columbus Day |
| Patriots' Day | Veterans' Day |
| Memorial Day | Thanksgiving Day |
| Bunker Hill Day | Christmas Day |

Skeleton Days will be provided when any of the above holidays fall on Saturday.

If Maintenance Men or Co-ops who are paid on an hourly wage basis are required to work on a Saturday Holiday, they will be compensated as follows:

- (1) at straight time if a skeleton day off is taken by the employee, and
- (2) at time and one-half if the employee has worked on the skeleton day and 40 hours' work has already been performed by the employee during the calendar payroll week.

* 2. Annual Military Leave with pay is granted to employees who are members of organized military reserve units and required to participate in annual training duty of 2 or 3 weeks. A copy of the military orders to training duty must accompany the employee's application for leave to ensure payment for absence..

** 3. Court Leave is granted under the following conditions:

- a. A summons or subpoena must be legally served for acting as a witness or for jury duty. When an employee is actually summoned,

Salaried Employees and Maint. Men.

* Salaried Employees, Maint. Men and Co-ops.

the employee will provide the immediate supervisor and Director of Personnel with a copy of the summons.

- b. The salary of any employee who has received a subpoena for Jury Duty or as a witness will continue at the regular rate. All reimbursement received for jury duty will be turned over to the Comptroller to be credited against regular salary. Payment to the employee by the Court for travel expense at the prevailing rate may be retained by the employee.

- ** 4. Religious Leave of Absence shall be granted annually with pay to employees of the Jewish faith for absence of Passover, Rosh Hashanah, and Yom Kippur from the sunset preceding to the sunset following the close of the observance. Religious Leave of Absence for observance of other religious occasions will be as determined by the Director.
- * 5. Labor, Veterans, Benevolent Organizations The Director is authorized to follow City of Boston Policy and grant leave with pay to duly accredited delegates to labor and veteran organizations' conventions.
- ** 6. Voting Leave Insofar as possible, without interfering with operations, the Director is authorized to grant sufficient time to employees who desire to vote or register in any election or in referendums or civic matters within their community.
- # 7. Skeleton/Reduced Force Days The Director is authorized to follow City of Boston Policy and declare skeleton/reduced force days when declared by the City or in other unusual circumstances concerning weather, local conditions, etc. Skeleton/reduced force days require 50% of the work force on the job. Supervisors shall maintain administrative records to assure that employees who work a skeleton day get the next skeleton day off.
- ** 8. Death Leave In the event of a death in an employee's family, employees

Salaried Employees and Maint. Men
* Salaried Employees, Maint. Men and Co-ops
Salaried Employees

will be granted four (4) consecutive calendar days leave of absence with pay. If this is exceeded the employee will not be denied pay without an administrative review. The immediate family is defined as including Father, Mother, Father-in-Law, Mother-in-Law, Brother, Sister, Husband, Wife, Child, Grandchild or Grandparent. Requests for leave of absence in the event of the death of a person not in an employee's family, but under circumstances where an exception may be warranted, should be made to your immediate supervisor and the Director of Personnel. These requests will be considered on an individual basis.

d. Leave of Absence Without Pay

1. Academic Leave of Absence Without Pay on recommendation of the Director may be granted by the Authority to salaried employees to return to college for undergraduate or graduate degree, if their services can be spared for period requested.

Employees do not accrue any benefits while on this type of leave without pay.

Employees who have gained a Bachelor Degree or advance degree during their Academic Leave of Absence shall be assigned to a comparable or higher position upon reinstatement, if recommended by the Director and approved by the Board.
2. Personal Leave Without Pay may be granted under the same terms and conditions as noted above except that personal leave of absence without pay may be approved by the Director for periods up to 20 working days.
3. Military Service Leave Without Pay is granted to employees who are required to complete a military obligation. The employee shall remain on the rolls in a military leave status and on discharge from the service, provided the employee applies for reinstatement within 90

days of discharge, will be restored to his position, or a comparable position, and receive salary increases at the level the veteran would have attained had not military service intervened. Service time is counted when determining longevity and vacation status.

4. Maternity Leave of Absence Without Pay is granted on request under the following conditions:
 - a. Employee requests Leave of Absence and provides immediate supervisor and Director of Personnel with certificate from her physician stating expected date of delivery.
 - b. All accrued Sick Leave, Compensatory Time and Vacation may be utilized subsequent to the employees physical date of departure from the Authority prior to the effective date of Leave of Absence.
 - c. Employees reinstated from Maternity Leave of Absence shall be assigned to the same or comparable position. If their salary anniversary date occurred during their absence, they will be reviewed for a salary increase upon reinstatement.

Employees do not accrue any benefits while on Maternity Leave of Absence Without Pay.

5. General Condition

Requests for reinstatement in connection with all cases of Leave of Absence Without Pay, which have been approved by the Authority, require written request to the Director 30 days before the Leave of Absence expires. Approval of the reinstatement request by the Director and the Authority will be considered if it is deemed to be in the best interest of the Authority.

e. Workmens Compensation

All employees are covered by Workmens Compensation Insurance for accidents that occur while on the job in the employ of the Authority. It is essential that all on-the-job accidents be reported to the

immediate Supervisor and the Director of Personnel and medical examination and treatment be immediately obtained either from the closest medical facility, the Massachusetts General Hospital, Travelers Insurance Company Clinic, 125 High Street, Boston, or the facility or doctor of the employee's choice.

Within 48 hours, if possible, after an on-the-job accident, the employee should submit the required industrial accident forms furnished by the Personnel Department. These forms are required by the State Industrial Accident Board and the Boston Retirement Board, in the event an employee has a claim at a much later date which may be related to the accident. These reports are also mailed to the Travelers Insurance Company and are essential if the employee is disabled and is to be eligible for payment of medical services or Workmens Compensation.

f. Retirement

Participation in the State - City of Boston Retirement Plan shall be a condition of employment for all salaried and maintenance employees. Automatic weekly payroll deductions of 5 percent of weekly wages are made and credited to each employees account. These accounts are maintained by the City of Boston Retirement Board, accrue annual interest, and an annual statement of account is made to each employee. The City of Boston Retirement Board is a unit of the overall State Retirement Board and system.

Each employee, on termination, provided the employee is under 55 years of age, may withdraw this account plus accrued interest. Employees 55 years of age or older have the option of a retirement allowance to start immediately, or may leave their deductions in their account and ask for a deferred retirement allowance at a later date.

Compulsory retirement age is 70 in accordance with State statutes.

Since the provisions of the State Retirement Statutes are lengthy, somewhat complicated, but are of interest to all contributing employees, the major features of the retirement plan are contained in the Employees Handbook.

g. Credit Unions

The City of Boston Employees Credit Union is available to salaried and maintenance employees for payroll deduction savings and loans. It is also available to temporary salaried employees, after six months service, for payroll deduction savings and secured cash account loans only. Membership application and loan requests must be certified by the Director of Personnel, or designee, regarding employment status, before being approved by the Credit Union Loan Committee.

The B.H.A. Employees' Federal Credit Union will consider applications from all Authority employees, after six months service, for payroll deduction savings and loans.

Additional information concerning both Credit Unions are contained in the Employees Handbook.

h. Health and Life Insurance Salaried and Maintenance employees are eligible to join the State Group Insurance Plan to ensure that they receive medical expenses and benefits in case of illness or accident.

The Authority presently contributes 75% and the employees 25% of the State Group Monthly Premium for health insurance coverage. Each health insurance policy contains \$2,000 automatic life insurance and employees may obtain additional optional term insurance up to an amount equal to their annual salary. These two life insurance plans may be obtained without the health insurance plan. New employees eligible for benefits are provided with booklets describing group health and life insurance plans at the time of employment.

i. U. S. Savings Bonds

Payroll deductions for U. S. Savings Bonds with face value of \$25 to \$100 may be utilized by all salaried and maintenance employees.

j. Beneficiary

All employees designate a beneficiary for their retirement benefits and life insurance payments. It is required that all employees notify the Director of Personnel in writing any time they wish to change their beneficiary. This information is necessary to allow the Personnel Department to keep benefit forms up to date and also as a resource to advise the appropriate person in the event of an on the job accident, illness or death of an employee.

In case of death of an employee, such earned unused annual (vacation) leave and final paychecks will be made payable to the person designated by the employee, as noted on a special form provided to the employee and kept in the employee's personnel file.

17. Transfers and Changes of Status

a. Transfers

Employees shall be utilized in positions where their skills will best serve the interests of the Authority. Subsequent to hiring, if changes in Authority programs and shifts in planning and renewal emphasis require that an employee be transferred to fill a vacancy or meet an increased workload in another area, every effort will be made to transfer employees to comparable positions. Each transfer of an employee will be discussed with the employee by the Director of Personnel, the present and proposed immediate supervisors, Project Director and/or Head of Department, prior to ordering the transfer. All transfers will be administrative transfers without change in title or salary.

b. Change in Status

Any change in an employee's status; position classification, grade

and/or step, salary, terms and conditions of employment, etc., is subject to Authority approval, on recommendation of the Director, at a regular Authority meeting.

18. Employee Relations and Grievances

a. Supervisory Responsibility

Supervisors at all levels shall receive and act promptly on employees' grievances to minimize formal grievances as indicated in Paragraph 12, Performance.

b. Grievances

Employees shall have the right to present grievances, individually, as a group, or through designated representatives as further described in Appendix III, Affirmative Action Program, with formal grievances being filed with the Director of Personnel and the Affirmative Action Advisory Council. Employees are assured that presentation of grievances will be free from restraint, interference, discrimination or reprisal.

c. Employee Relations

Employees have the right to work with the Affirmative Action Advisory Council or to designate representatives of their own choosing to improve employee relations. Employees shall be free to join, or refrain from joining unions or employee associations with assurance of freedom from restraint, etc., as noted above, concerning grievances.

19. Working Conditions and Accidents

a. Working Conditions

Employees shall be provided safe, sanitary and healthful working conditions in accordance with the Occupations Standards Safety Act and other applicable Federal and State laws and regulations.

b. Accidents

All employees are covered by Workmens Compensation Insurance and the procedure for handling industrial accidents and reports is covered in Paragraph 16 e., Employee Benefits.

20. Training

a. Orientation Training

Orientation training of new employees shall be conducted by the Director of Personnel, or designee, in a series of short seminars, on reporting of employees, and during their first month of employment.

b. In-Service Training

This training shall be provided by supervisors to increase employees' proficiency in their work and to enhance their opportunities for advancement. Employee training shall be a function of every supervisor.

c. Management and Technical Training

Management and technical training of all supervisors, dependent on training funds available, is encouraged by utilization of available local, low cost, City of Boston and Federal Civil Service courses conducted either in City Hall or nearby Federal buildings. The Director of Personnel shall, within funds available, make every effort to encourage all employees to take appropriate short-term training courses noted above.

d. Local Colleges and Agencies periodically conduct seminars or low-cost semester courses that shall be utilized, within fund limits available, for training of employees. Supervisors are encouraged to release employees for approved training which is job related and which will increase job proficiency and skills.

e. Educational Assistance Program

Provided training funds are available, the Authority may sponsor a specific educational course at a local institution for an employee if the cost is reasonable and considered to be in the best interest of the employee and the Authority. Employees applying for this program are limited to salaried staff, and it is preferred that the course be directly related to improving the employee's present job performance and will assist the employee in future growth and progression.

f. Application

Any salaried employee may apply, in writing, to the Director of Personnel via the immediate supervisor and Project Director or Head of Department for any of the training programs referred to above.

The Director of Personnel will maintain a file and continuing record of all local training available that would be of interest to employees.

21. Collection and Solicitation of Funds

Collection and solicitation of funds will be limited to those designated by the Authority as official fund drives.

At the present time the Annual City of Boston Employees Campaign for the United Fund is the only authorized fund drive that requires solicitation of all employees.

22. Official Travel and Mileage Reimbursement

a. Travel Policy

The travel policy of the Authority shall generally conform to the City of Boston policy and the HUD Renewal Handbook Travel Regulations. Employees or members of the Authority may perform official travel upon authorization of the Authority. Travel authorizations which include attendance of employees or members at seminars, conventions, short-term courses, or professional meetings, shall be considered at each meeting as routine personnel actions, submitted by the Director. Travel authorizations shall be obtained in advance of travel.

Approved travel costs for employees and members shall be paid by the Authority. Transportation costs of persons authorized to travel shall be reimbursed for the cost of coach or tourist-class airlines accommodations, or first-class rail and pullman accommodations, if determined to be more economical. The difference in cost between first-class air accommodations and less than first-class air accommodations is unallowable, except when less than first-class air accommodations are not available. Costs of taxi fares, telephone calls, secretarial services, and similar items, necessary to the performance of official business, shall also be considered reimbursable items.

In addition to the reimbursable costs as outlined above, a per diem rate for travel expenses of \$30.00 is authorized. For travel, the allowance paid for the day of departure and the day of return shall be computed at the rate of one-fourth the established daily amount for each of the periods listed below, or fraction thereof:

| | | |
|----------------|----|----------------|
| 12:00 Midnight | to | 6:00 A.M. |
| 6:00 A.M. | | 12:00 Noon |
| 12:00 Noon | | 6:00 P.M. |
| 6:00 P.M. | | 12:00 Midnight |

b. Use of Private Vehicle

Employees authorized by the Budget Officer, on recommendation of Heads of Departments and/or Project Directors, may receive a mileage rate allowance of ten cents (10¢) per mile when the employee utilizes his/her private vehicle for conducting official Authority business within the City of Boston or immediate vicinity. Mileage reimbursement requests must be submitted monthly on the appropriate forms to the employee's immediate supervisor for review and approval, and forwarded to the Budget Officer and Comptroller prior to payment. All authorizations for use of private vehicles shall be reviewed periodically by the

Director of Personnel, at least every six months, to assure that authorization and allowances paid are justifiable.

Authorized out-of-town travel performed by privately-owned vehicle shall be paid by the Authority at the mileage allowance of ten cents (10¢) per mile, in addition to the per diem subsistence allowance noted above. Employees desiring to utilize their private vehicle for authorized travel must first obtain the authorization of the Director and sign a statement releasing the Authority of financial liability for private vehicle travel. Bills submitted for out of state travel by this mode must contain the statement required above. If two or more persons travel in the same vehicle, only one of these persons shall be reimbursed for mileage.

All travel expenses shall be recorded and signed by employee who is traveling and submitted to the Budget Officer for reimbursement. Employees attending seminars, professional meetings, or short-term courses shall submit a Travel Report with their claim. Directions for preparation of a narrative travel report will be included in the Employees' Handbook.

23. Availability of Personnel Policy

The Personnel Policy and subsequent amendments are available to all employees, and up-to-date copies will be maintained by all senior supervisors, heads of departments, project directors, site office managers, and other officers or employees designated by the Director. The Personnel Department shall also keep a supply of copies available for employees, and prospective employees.

24. Employee Handbook

As previously noted herein, the Employee Handbook, containing pertinent features of this Policy plus administrative procedures of interest to employees will be utilized to implement personnel policy and will be prepared and distributed by the Director of Personnel one month after approval of this policy.

The Handbook will be distributed to all employees and revised, if necessary, annually, to reflect changing administrative conditions.

Bibliography

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4. HUD Urban Renewal Handbook LPA Administration Chapter 6 Section 8 - Comparable Retirement Plans CD 7217.1, Transmittal Notice 101, 7/31/72
5. HUD Urban Renewal Handbook Renewal Housing and Management RHM 7217.1, Transmittal Notice 86, 3/5/71
6. HUD Urban Renewal Handbook LPA Administration Practices RHM G7217.2, Transmittal Notice 4, 3/5/71
7. ADL Proposed Employee Policy and Procedure Manual - 10/1/69
8. ADL Working Memorandum Classification Study - 1969
9. ADL Limited Memorandum w/Recommendations on Office Management Procedures to the Director - 9/3/69
10. Dimensions of Personnel Management IRS Publication 763 (9-71)
11. Personnel Management, Developing Good Employees, Small Business Administration - 1965
12. Chapter 121B, 169, Massachusetts Laws
13. City of Boston Labor Agreement City of Boston, July 1, 1969, as amended July 1, 1972.
14. New Haven Redevelopment Agency Policy Statement Covering Terms of Employment, Hours of Employment, Overtime and Leave of Absence, October 1971
15. Personnel Policies Forum - Survey No. 86, Recruiting Practices March 1969.
16. Personnel Policies Forum - Survey No. 90, Absenteeism and its Control June 1970.
17. Personnel Policies Forum - Survey No. 92, The Personnel Department, November 1970.

SALARY RANGE AND STEP PLAN

JULY 30, 2013

| Step Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 1 | 4,305 82.79 | 4,499 86.52 | 4,703 90.44 | 4,917 94.55 | 5,142 98.88 | 5,378 103.42 | 5,769 110.94 | 6,057 116.98 | 6,360 122.30 |
| 2 | 4,620 88.84 | 4,830 92.88 | 5,051 97.13 | 5,282 101.57 | 5,525 106.25 | 5,780 111.15 | 6,192 119.07 | 6,502 125.03 | 6,827 131.28 |
| 3 | 4,935 94.90 | 5,161 99.25 | 5,398 103.80 | 5,647 108.59 | 5,908 113.61 | 6,182 118.88 | 6,614 127.19 | 6,945 133.55 | 7,292 140.23 |
| 4 | 5,250 100.96 | 5,492 105.61 | 5,746 110.50 | 6,012 115.61 | 6,292 121.00 | 6,586 126.65 | 7,036 135.30 | 7,388 142.07 | 7,757 149.17 |
| 5 | 5,670 109.34 | 5,933 114.09 | 6,209 119.40 | 6,498 124.96 | 6,802 130.80 | 7,121 136.94 | 7,600 146.15 | 7,980 153.46 | 8,379 161.13 |
| 6 | 6,195 119.13 | 6,484 124.69 | 6,787 130.51 | 7,105 136.63 | 7,439 143.05 | 7,790 149.80 | 8,303 159.67 | 8,718 167.65 | 9,154 176.03 |
| 7 | 6,825 131.24 | 7,145 137.40 | 7,481 143.86 | 7,834 150.65 | 8,205 157.78 | 8,594 165.26 | 9,146 175.88 | 9,603 184.67 | 10,083 193.90 |
| 8 | 7,560 145.38 | 7,917 152.24 | 8,292 159.46 | 8,686 167.03 | 9,099 174.97 | 9,533 183.32 | 10,133 194.86 | 10,640 204.61 | 11,172 214.84 |
| 9 | 8,400 161.53 | 8,799 169.20 | 9,218 177.26 | 9,658 185.72 | 10,120 194.61 | 10,605 203.93 | 11,257 216.47 | 11,820 227.30 | 12,411 238.66 |
| 10 | 9,345 179.70 | 9,791 188.28 | 10,260 197.30 | 10,752 206.76 | 11,269 216.70 | 11,811 227.13 | 12,523 240.82 | 13,149 252.86 | 13,806 265.49 |
| 11 | 10,395 199.90 | 10,894 209.49 | 11,418 219.57 | 11,968 230.14 | 12,545 241.24 | 13,151 252.89 | 13,931 267.89 | 14,628 281.30 | 15,359 295.35 |
| 12 | 11,550 222.11 | 12,107 232.82 | 12,691 244.05 | 13,305 255.86 | 13,949 268.24 | 14,625 281.24 | 15,479 297.66 | 16,253 312.55 | 17,066 328.18 |
| 13 | 12,810 246.34 | 13,430 258.26 | 14,081 270.78 | 14,764 283.91 | 15,481 297.70 | 16,234 312.18 | 17,169 330.16 | 18,027 346.66 | 18,928 363.99 |
| 14 | 14,175 272.59 | 14,863 285.82 | 15,585 299.70 | 16,343 314.28 | 17,139 329.58 | 17,975 345.66 | 18,995 365.27 | 19,945 383.54 | 20,942 402.71 |
| 15 | 15,645 300.85 | 16,406 315.49 | 17,205 330.85 | 18,044 346.99 | 18,925 363.93 | 19,850 381.72 | 20,965 403.16 | 22,013 423.31 | 23,114 444.48 |
| 16 | 17,220 331.14 | 18,081 347.70 | 18,985 365.08 | 19,934 383.33 | 20,931 402.50 | 21,978 422.64 | 23,077 443.77 | 24,231 465.96 | 25,443 489.27 |

BOSTON REDEVELOPMENT AUTHORITYPosition ClassificationsGRADE 1 \$4,100 - \$6,057

1. Messenger

GRADE 2 \$4,400 - \$6,502

1. Clerk Typist I
2. Development Aide I

GRADE 3 \$4,700 - \$6,945

1. Clerk Typist II
2. Development Aide II

GRADE 4 \$5,011 - \$7,388

1. Senior Clerk Typist
2. Clerk Stenographer I
3. Development Aide III
4. Matron

GRADE 5 \$5,400 - \$7,980

1. Clerk Stenographer II
2. Development Assistant I
3. Draftsman Apprentice
4. Management Aide I
5. Receptionist I
6. Secretary Steno I
7. Technician Apprentice

NOTE: Grades 1 - 5, excepting starting secy/clerical positions, are training positions for Co-Ops and Subprofessionals recruited in special training programs.

GRADE 6 \$5,900 - \$8,718

1. Bookkeeper I
2. Cashier I
3. Development Assistant II
4. Draftsman I
5. Management Aide II
6. Receptionist II
7. Secy Steno II
8. Sr. Clerk Stenographer
9. Switchboard Operator I

GRADE 7 \$6,500 - \$9,603

1. Administrative Clerk I
2. Arch. Draftsman I
3. Bookkeeper II
4. Business Relocation Specialist I
5. Cashier II
6. Draftsman II
7. Legal Assistant
8. Rehab Specialist I
9. Rehab Finance Specialist I
10. Relocation Specialist I
11. Secy Steno III
12. Switchboard Operator II
13. Superintendent of Maintenance I
14. Technician I (Specialty)

GRADE 8 \$7,200 - \$10,640

1. Administrative Clerk II
2. Administrative Secretary
3. Arch. Draftsman II
4. Business Relocation Specialist II
5. Demolition Inspector I
6. Draftsman III
7. Planner I
8. Rehab Finance Specialist II
9. Rehab Specialist II
10. Relocation Specialist II
11. Superintendent of Maintenance II
12. Superintendent of Property Management I
13. Technician II
14. Transportation Planner I

GRADE 9 \$8,000 - \$11,820

1. Administrative Asst. I
2. Administrative Clerk III
3. Arch. Draftsman III
4. Business Relocation Specialist III
5. Cartographic Draftsman
6. Construction Inspector
7. Compliance Asst. I
8. Demolition Inspector II

GRADE 9 (Continued)

9. Executive Secretary
10. Graphic Designer I
11. Home Guidance Specialist II
12. Management Assistant
13. Planner II
14. Rehab Finance Specialist III
15. Rehab Specialist III
16. Relocation Specialist II
17. Research Analyst I
18. Senior Draftsman
19. Settlement Clerk
20. Superintendent of Property Management II
21. Technician III
22. Transportation Planner II

GRADE 10 \$8,900 - \$13,149

1. Accountant I
2. Administrative Asst. II
3. Architect I
4. Business Relocation Specialist IV
5. Cartographer I
6. Cashier Supervisor
7. Compliance Asst. II
8. Graphic Designer II

GRADE 10 (Continued)

9. Neighborhood Organization Specialist I
10. Personnel Asst.
11. Planner III
12. Rehab Finance Specialist IV
13. Rehab Specialist IV
14. Relocation Specialist IV
15. Research Analyst II
16. Senior Draftsman II
17. Site Office Manager I
18. Superintendent of Property Management III
19. Technician IV
20. Transportation Planner III

GRADE 11 \$9,900 - \$14,628

1. Accountant II
2. Administrative Asst. III
3. Architect II
4. Asst. Legal Officer I
5. Cartographer II
6. Chief Research Analyst I
7. Civil Engineer IV
8. Graphics Designer III
9. Neighborhood Organization Specialist II
10. Planner IV

GRADE 11 (Continued)

11. Sr. Business Relocation Specialist
12. Senior Draftsman III
13. Senior Librarian
14. Senior Preservation Planner
15. Senior Rehab Finance Specialist
16. Senior Rehab Specialist
17. Senior Relocation Specialist
18. Senior Technician
19. Site Office Manager II
20. Special Personnel Programs & Training Asst.
21. Transportation Planner IV.

GRADE 12 \$11,000 - \$16,253

1. Administrative Asst. IV
2. Architect III
3. Asst. Legal Officer II
4. Asst. Project Dir. So.Cove/Bedford West
5. Asst. Real Estate Officer I
6. Asst. Zoning Director
7. Cartographer III
8. Chief Field Inspector
9. Chief Research Analyst II
10. Purchasing Agent

GRADE 12 (Continued)

11. Rehab Finance Officer I
12. Rehab Officer I
13. Relocation Officer I
14. Senior Accountant
15. Senior Draftsman IV
16. Senior Neighborhood Organization Specialist
17. Senior Planner
18. Senior Transportation Planner
19. Site Office Manager II

GRADE 13 \$12,200 - \$18,027

1. Acting Project Director, Washington Park
2. Architect IV
3. Asst. Legal Officer III
4. Asst. Project Director, South End
5. Asst. Project Director, South Station
6. Asst. to Project Director, Charlestown
7. Asst. Public Information Officer
8. Cartographer IV
9. Chief Accountant I
10. Chief Draftsman
11. Chief Negotiator
12. Chief Neighborhood Organization Specialist

GRADE 13 (Continued)

13. Chief of Visual Communications and Graphic Desi
14. Civil Engineer IV
15. Planning Officer I
16. Preservation Planning Officer I
17. Rehab Finance Officer II
18. Rehab Officer II
19. Relocation Officer II
20. Sr. Administrative Asst. I
21. Transportation Planning Officer I

GRADE 14 \$13,500 - \$19,945

1. Acting Project Director, Campus High
2. Acting Project Director, Model Cities & NDP
3. Asst. Director Family Relocation
4. Asst. Project Director, Fenway - St. Botolph
5. Asst. Project Director, South End
6. Business Relocation Claims Officer
7. Chief Accountant II
8. Chief Inspector New Design
9. Chief Rehab Finance Officer
10. Chief Rehab Officer
11. Chief Relocation Officer
12. Civil Engineer V
13. Deputy Director Zoning
14. Legal Officer I

GRADE 14 (Continued)

15. Office Manager
16. Planning Officer II
17. Sr. Administrative Asst. II
18. Sr. Architect
19. Sr. Landscape Architect
20. Transportation Planning Officer II
21. Waterfront Rehab Chief

GRADE 15 \$14,900 - \$22,013

1. Acting Project Director, Charlestown
2. Administrative Asst. to Director
3. Architectural Coordinator/Design Review
4. Asst. Director Planning
5. Asst. to Director Engineering
6. Asst. Project Director, Waterfront
7. Chief of Environmental Planning
8. Chief Landscape Architect
9. Chief Planning Officer
10. Chief Project Engineer
11. Deputy Comptroller
12. Director Special Projects (Planning)
13. Director Property Management
14. Legal Officer II
15. Project Director South End
16. Public Information Officer
17. Sr. Administrative Asst. III

GRADE 15 (Continued)

18. Senior Architect
19. Senior Architect/Rehab
20. Technical Services Director
21. Transportation Planning Officer III

GRADE 16 \$16,400 - \$24,231

1. Asst. Director Urban Design
2. Asst. Deputy Director for Development
3. Asst. Real Estate Officer
4. Budget Officer
5. Chief, Rehab Section
6. Comptroller
7. Contract Compliance and EEO Officer
8. Deputy Director for Community Development
9. Deputy Director Traffic Planning
10. Director Federal Aid
11. Executive Assistant
12. Project Director Park Plaza

ABOVE GRADE

1. Director
2. Executive Director
3. General Counsel
4. Director of Personnel
5. Director, Real Estate Department
6. Research Director
7. Deputy Director for Development
8. Deputy Director, Planning
9. Director, Urban Design and Downtown Planning
10. Director, Intergovernmental Relations
11. Project Director, Waterfront
12. Chief Transportation Planning Officer
13. Director of Engineering
14. Member Mayor's Planning Staff, 701 Housing
15. Member Mayor's Planning Staff, 701 Trans. Planning
16. Director, Downtown Development
17. Asst. Executive Director
18. Director, Housing Construction and Rehab
19. Director, Planning
20. Director, Housing Revitalization & Conserv. Program
21. Director, Family Relocation and Social Services
22. Chief, Business Relocation
23. Director, Development Planning and Zoning
24. Project Director, Boston 200
25. Asst. General Counsel
26. Member, Mayor's Planning Council

MEMORANDUM

October 11, 1973

TO: The Boston Redevelopment Authority
FROM: Robert T. Kenney, Director
SUBJECT: Personnel Policy

Proposed Personnel Policy was submitted and tabled at the July 12, 1973 meeting with a request for a summary of differences between proposed and existing policy.

Summary of differences between proposed and existing policy plus proposed Personnel Policy was submitted at the July 26 and August 9, 1973, meetings.

Attached are following documents:

1. Summary of differences between Present and Proposed Personnel Policy
2. Memorandum to Authority proposing approval of the new Personnel Policy
3. Proposed vote to approve new Personnel Policy
4. Personnel Policy with three Appendices.

It is recommended that the new Personnel Policy be approved and voted at this meeting.

Attachments.

October 11, 1973

MEMORANDUM

TO: The Boston Redevelopment Authority

FROM: Robert T. Kenney, Director

SUBJECT: Summary of Differences between Present and Proposed
Personnel Policies

Attached is a summary of the differences between the Proposed Personnel Policy and the Present Personnel Policy with Amendments.

The Proposed Personnel Policy was presented to the Authority at the July 12, 1973 meeting and was tabled.

It is hoped that this summary clarifies the situation and that the proposed Personnel Policy will be approved at this meeting.

7/26/73

Summary of Differences - Proposed Personnel Policy vs Existing Personnel Policy

General

The present Personnel Policy was adopted by the Authority at the meeting of December 11, 1957. Since that time, it has been partially updated by a series of Personnel Policy Amendments - 22 - in an attempt to keep the Policy in general conformance with changes in City and Federal regulations.

At this time, the existing Policy, plus amendments, is:

1. A poorly structured document that does not serve the Authority well. It is basically a Housing Authority Policy with sections that do not pertain to the Authority.
2. As written, the Policy does not contain many personnel practices and policies that the Authority has adopted over the past 17 years: annual performance evaluations and salary reviews; skeleton days, etc.

The proposed Personnel Policy does the following:

1. Incorporates all sections of the existing Policy and amendments that are still applicable.
2. Includes new sections that are current Authority practices.
3. Conforms to HUD regulations and suggested LPA policy format that requires LPA's to have a current approved personnel policy.
4. Structures the presentation of the personnel policy in an orderly format with related policies in the same section of the manual.

Analysis of proposed Policy with differences noted

1. Establishment

Supersedes and cancels existing policy.

2. Administration

No change

3. Derivation

Derived from 12/11/57 policy w/amendments plus State and Federal regulations that are appropriate.

4. Application

Makes all employees subject to policy.

5. Basic Principles

Merit System

No change.

Nondiscrimination

Updated to conform to present laws.

Affirmative Action

Included to conform to federal law and regulations.

Political Activity

Updated.

Conflict of Interest

Added to conform to state law.

6. Organization

Organizational Plan and General Staffing

Updated to reflect existing practices and require an annual review of the Table of Organization Chart to reflect existing conditions or proposed changes.

Delegation of Authority

No change.

7. Position Classifications

Expanded to reflect existing positions and conditions and require equal pay for comparable jobs for all employees.

8. Employee Categories

Confirms existing conditions and categorizes employees in 5 groupings: Staff employees (salaried); Maintenance Men; Co-Op Work Students; Part-Time Employees; and Building Service Employees.

9. Compensation

Similar to existing policy but is expanded to include explanation of the pay week, time sheets, overtime, etc.

Cost of Living

Adds requirement that the Director advise the Authority of the rise in Federal and Boston Consumer Price Indices since the last Cost of Living increase to the Authority Salary Range and Step Plan.

10. Selection of Applicants for Employment

Incorporates one section all procedures relevant to gaining employment with the Authority.

11. Appointment of Employees

Outlines the present Authority procedures for appointment, reappointment, expiration of appointment with each action continuing to require Authority approval.

Note: Portions of 10 and 11 are included in present policy but are centralized and expanded in the proposed policy.

12. Performance

Lays out stringent requirements for performance by all employees and clearly indicates responsibility and authority of supervisors and employees. Suspension and dismissal are clearly explained and each require Authority approval.

13. Separation

Consolidates all procedures for separation: voluntary, involuntary, death, reduction in force, dismissal, etc., each separation, as above, requires Authority approval.

14. Annual Performance Evaluation and Salary Reviews

Describes annual salary cycle procedures for salaried employees now in force for the past four years.

Also includes provision for annual salary review of other classes of employees and requires performance evaluation of all hourly wage employees.

15. Working Hours

Emphasizes required working hours for all classes of employees and types of compensation for overtime.

16. Employee Benefits

Brings up-to-date all employee benefits in one section of the policy.

Increases annual (vacation) leave to 25 days for employees who have completed 19 months and 5 years service, in accordance with recent City of Boston policy change.

Gives credit for longevity, for leave accrual, if service is continuous, for all employees previously employed by the City or State.

Adds 2 days Personal Leave annually, for salaried and maintenance employees, for contingencies not covered by normal Sick or Vacation Leave.

Compensatory Time accrual for use has been reduced to 70 hours, from 140, with no carry-over from year to year. Additional comp time accrued over 70 hours is credited to reserve compensatory time, as before. Employees over \$17,500 will not accrue comp time for free use.

Special Leaves

Holidays, Court Leave, Military Leave, etc., are explained as carried out by current procedures.

Death Leave has been increased to 4 calendar days from 3 and definition of immediate family has been expanded.

Skeleton Force days are added but will require 50% of the work force on the job.

Leaves of Absence without Pay are clearly defined and the only Leaves of Absence without Pay requiring reinstatement, by law, are Maternity and Military.

Sections on Workmens Compensation, Retirement, CreditUnion, Health and Life Insurance are also added.

17. Transfers and Changes of Status

Transfer procedures brought up-to-date.

Changes in status, all - title, salary, etc., - continue to require Authority approval.

18. Employee Relations and Grievances

Brings grievance procedure up-to-date to conform to current practice.

19. Working Conditions and Accidents

Consolidated and brought up-to-date

20. Training

Consolidates all types of training in one section to provide as much training as possible within budget limitations.

21. Collections and Solicitations

Limits solicitation from employees to United Fund Campaign. Any other solicitation requires Authority approval.

22. Official Travel and Mileage Reinbursement

Consolidates and brings up-to-date all present Authority travel regulations and amendments.

23. Availability of Personnel Policy

Makes policy available to all employees. Present policy with amendments has not had wide distribution.

24. Employee Handbook

Requires Director of Personnel to prepare and distribute Employee Handbook concentrating on pertinent proposed policy features of interest.

App. I - Latest Salary Range and Step Plan 7/30/73

App. II - 6/73 Position Classification Plan reflecting existing grade structure with deletion of many vacant positions and addition of Board approved new titles.

App. III - Affirmative Action Program approved 11/72 which is necessary as an integral part of the policy.

Conclusion

In final analysis, the proposed policy is a more orderly presentation of the salient features of the present policy, expanded to reflect present sound administrative procedures, and, retain all requirements for Authority approvals of personnel matters currently in practice.

October 11, 1973

MEMORANDUM

TO: The Boston Redevelopment Authority

FROM: Robert T. Kenney, Director

SUBJECT: Personnel Policy

It is recommended the Personnel Policy, attached, be approved effective this date and supersede the present Personnel Policy, adopted at the Authority Meeting of December 11, 1957, and all 22 amendments thereto.

The proposed Personnel Policy contains all necessary features of the present Policy and Amendments. It is the product of seven months and seven drafts by the Personnel Department, and the Affirmative Action Advisory Council. It also incorporates changes in personnel policy, administration, and procedure that have occurred since 1959 and are now standard practice. It has been prepared in a revised format to reflect guidelines contained in the HUD Renewal Handbook which requires that Local Public Agency policies conform to the latest federal statutes and executive orders pertaining to personnel policies and procedures.

Major changes contained in the proposed Policy limit the applicability of Compensatory Time to employees salaried under \$17,500 and authorizes Compensatory Time only up to 70 hours a year. This change is necessary since overtime is no longer needed to the extent it once was. Also included is the requirement that Skeleton Days be served by half the work force. This is compensated for by authorizing two days of Personal Leave per year for salaried and maintenance employees. Generally, the Policy attempts to strengthen requirements for accountability for time and attendance of all employees and reduce overall rates of absence at any one time.

I believe that the proposed Personnel Policy is a good and workable document that will improve efficiency and communications within the staff and clarify for all supervisory and staff employees their relative status, rights, and benefits within the organization. Printed copies will be given wide distribution within the staff and I will propose amendments, as necessary, if they have merit, and are proposed by Senior Executives or the Affirmative Action Advisory Council.

Attachments: 1. Personnel Policy Vote

2. Personnel Policy 1/App. I, II, and III